

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Department of Internal Services/Finance - Accounts Payable
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ITEM NO.	DESCRIPTION	RETENTION
1.	Accounts Payable Records. -Check copies and/or wire transfer documentation, invoices.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Payroll Canceled Checks (if applicable).	Retain 3 years, then destroy.
3.	General Fund Canceled Checks.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Daily Cash Summary Sheets. -Daily cash summary reconciliation sheet, adding machine tape, deposit ticket, adjusting journal edit list, G/L summary distribution report, batch invoice report.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Pension Cash Reconciliation and Reports. -Combined statements of plan net assets, pension journal entries, copies of email, generic check register, copies of checks, monthly reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
6.	Journal Entries. -Wire transfers, correspondence, journal entry memo, invoices, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
7.	Bank Reconciliations. -Bank statements, deposit tickets, copies of checks, G/L entries, canceled checks, Recycling account, copies of checks, customer reconciliation reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>August 29, 2006</u> SIGNATURE <u>Pamela B. Oland</u> TYPE NAME <u>Pamela B. Oland</u> TITLE <u>Director of Internal Services</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE <u>Edward C. Ferguson</u>
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City of Salisbury		Department of Internal Services/Finance - Accounts Payable
ITEM NO.	DESCRIPTION	RETENTION
8.	Grants (if applicable). -Block grants, open space, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement. (All grant information <u>may be kept</u> by Grants Director.)	Retain for life of grant plus 3 years, then destroy.
9.	Fees/Taxes (if applicable). -Sales & use tax, admission tax, rents and concessions, Wastewater rent, room tax, excise tax, copies of invoices, correspondence.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.